



PLANNING BOARD

City Hall

APPLICATION FOR SPECIAL PERMIT

Date _____

Name _____

Address _____

Title Reference - Book _____ Page _____

Application is hereby made for a special permit under the requirements of Section V, Paragraph D of the Amesbury Zoning Bylaw.

Premises affected are situated on _____ Street, Amesbury, Massachusetts, and on Map # _____, Lot # _____ of the Assessor's Map.

1. Type of Special Permit Required: _____
2. Zoning District: _____
3. Has there been any previous appeal or permit on this property: _____
If yes, explain: _____
4. Lot Size: _____
5. Size of Building(s) existing or proposed: _____

6. Occupancy of Use, existing /proposed: _____

7. Is site plan review required: _____
8. Is Subdivision Control Law approval required: _____

9. Other permits required: _____

10. Description of proposed work/use: _____

11. Principal Points upon which application is based: _____

Signature of Applicant

Owner (if not Applicant)

Filing Fee: \$500.00 plus \$100 per lot (CAD, Cluster) or \$50 per dwelling unit (Multi-Family)

Received: _____

Distributed: _____

Hearing: _____

Application must be filed with sixteen (16) sets of plans, a list of abutters, and a Building Inspector refusal; If site plan approval or subdivision control law approval is necessary, sixteen (16) sets of plans shall be submitted. One copy of completed plan on (1) diskette.

SPECIAL PERMIT REQUIREMENTS

1. All special permit applications must be presented by individuals, partnerships or corporations being parties of interest in the permit applied for. No application will be acted upon unless accompanied by the name or names of the person having title to the property involved, and the book and page of the recording of the deed to said property. The applicant, their attorney, or representative must be present at the time of the public hearing; otherwise the application may be dismissed.
2. All applications shall be accompanied by a plot plan in ink, drawn to scale, showing the actual dimensions of the lot and the exact location and size of the existing building(s) or structure(s) or of the building(s) or structure(s) to be erected. Included on the plan should be the streets or ways adjacent to the lot. The Planning Board shall keep on file in their office a copy of the application and a copy of the plan.
3. The application must include the names and addresses of all abutters to the property in question, including property across the street or right of way, the owners of land within three hundred (300) feet of the property line; all as they appear on the most recent applicable tax list and certified by the Board of Assessors.
4. Applications requiring a recording of a plan must be accompanied by a recordable linen plan, plus copy, and said plan must contain an engineer's seal. A plan that is to be recorded in the Registry of Deeds must be at least 14 by 9½ inches.
5. All applications must specifically set out the nature of the special permit sought. Only the appeal that is specifically set forth in the application will be considered by the Board unless a change is voted by a majority of the Board.
6. A public hearing will be held by the Planning Board within 65 after filing of an application. Notice of public hearing will be given by publication in the newspaper once in each of two successive weeks, the first publication being not less than fourteen (14) days before the day of the hearing. Cost of the mailing and publication will be paid by the applicant.
7. No application will be accepted or published until the application form, the plan, the list of abutters, review fees and the filing fee have been submitted to the Planning Board or their representative.
8. Complete regulations for special permits are found in Section X, Paragraph J of the Amesbury Zoning Bylaw.

CHECKLIST OF REQUIRED INFORMATION FOR SPECIAL PERMIT

REQUEST FOR WAIVER OF CERTAIN REQUIREMENTS: If you believe certain required information on the checklist below is not applicable to your development proposal, you may submit a written request for waiver of the applicable items. In accordance with the Rules and Regulations of the Permit Granting Authorities, you must submit this written request with your official filing, or preferably prior to the official filing in the pre-application conference.

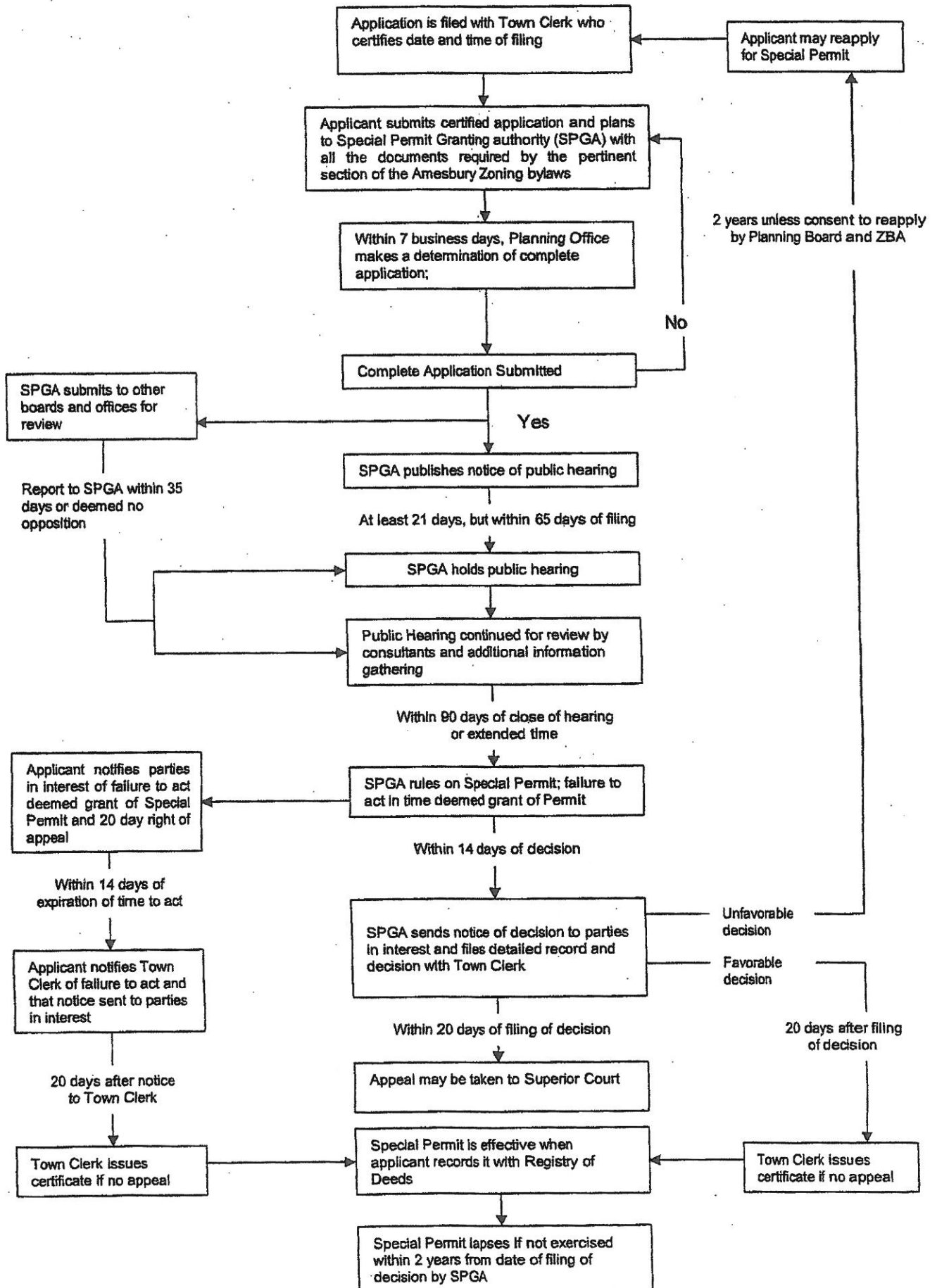
All plans and drawings must be certified by the appropriate Massachusetts-registered professional

		Applicant		Planning Department		
		Included w/ Appl.	Variance/ Waiver requested	Waiver		
				OK	Complete	Date
SITE PLAN (information may appear on separate drawings) showing:						
Present & proposed land uses						
Existing buildings, if any						
Dimensions of existing and proposed buildings & structures, including height, setbacks, and total square footage of all floors						
Locations and dimensions of any easements and public or private rights of way						
Primary Resource Areas-Wetlands, floodplains, aquifer recharge areas, drainage ways, woodlands, open fields, rocky outcroppings, public water supply areas, wildlife habitat and corridor areas, areas of slopes greater than 10%						
Secondary Resource Areas-significant scenic views, fences and stone walls, roads and trails, recreational areas, historic structures and archeological sites						
Parking & loading areas showing number, location, & dimensions of parking & loading spaces, driveways, accessways, & sidewalks						
Vehicular and pedestrian circulation systems						
Existing and proposed contour elevations with two foot (2') intervals						
Locations of all existing trees (note which, if any, trees are to be removed)						
BUILDING ELEVATIONS of front, side rear						
TOTAL FLOOR AREA & GROUND COVERAGE RATIO of each proposed building & structure (floor plans requested)						
LANDSCAPING AND SCREENING including quantity location, size, and species of all planting materials, as well as color, type, and size of any stones, walls, fences, etc. to be retained & removed						
OUTDOOR LIGHTING including quantity, location, size, and type of lighting fixtures as well as type and intensity of lighting facilities						

* This checklist may not be comprehensive. Please refer to the pertinent Section of the Zoning Bylaw for information and documents required with the appropriate special permit application

You may supply other information that will aid the APGA in judging the application. The APGA may also require, other additional information, in accordance with AZB, its pertinent sections and its subdivision rules and regulations.

SPECIAL PERMIT PROCESS





Amesbury

Assessors Office

Board of Assessors

John Cena, MAA
Damian Johnson, MAA
Bradford W. Swanson, MAA

Town Hall; 62 Friend Street
Amesbury, MA 01913-2825
Telephone: (978)388-8102
E-mail: assessor@amesburyma.gov
Web site: www.amesburyma.gov

REQUEST FOR AN ABUTTERS LIST

Location of property: _____

Map/Lot: _____

Requestor: (please print) _____

Phone Number: _____

Request is made for application to the following board:

☐ Conservation Commission (100'); date of meeting: _____

☐ Planning Board (300'); date of meeting: _____

☐ Liquor Commission (300', 500' schools & churches); date of hearing: _____

☐ Zoning Board of Appeals – (300 feet); date of meeting _____

☐ Other (explain) **fee required:** _____
#feet: _____ Immediate abutters only _____

Note: The Assessors Office has **ten (10) days** from the date of receipt of this application to process your request. We will call the requestor when the abutters list is complete. The **original complete abutters** list must be submitted with your application for the appropriate board. **Lists cannot be mailed unless a prepaid, self addressed envelope is attached to this application (no certified).** We will not be responsible for lists sent through the mail. Completed lists can be picked up at the Assessors Office during normal office hours of Monday through Wednesday 8:00 am to 4:00 pm, Thursday 8:00 am – 7:00 pm, Friday 8:00 am to 12:00 pm.

Signed: _____ Date: _____

☐ Prepaid, self addressed envelope attached.



Amesbury

Community & Economic Development
Planning – Conservation – Appeals
Tel: (978) 388-8110
Fax: (978) 388-6727

62 Friend Street
Second Floor
Amesbury, MA 01913

ABUTTER NOTIFICATION POSTAGE FEES

The following is the formula used for determining the postage costs for each application:

Number of Certified Abutters
(including applicant and representative)

_____ x .98 = _____

TOTAL AMOUNT OWED FOR POSTAGE:

\$ _____

Please remit a check payable to the **City of Amesbury** for the total amount owed for postage. Also, please be advised that your postage fee must be paid prior to you being scheduled for a meeting date.

NOTE: Postage fee subject to change with postage increase.

Effective date: 02/27/2009
Revised: January 2014